



# VENICE LORRAINE MAGAWAY CASTILLO

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📍 San Pedro East, Rosales,  
Pangasinan 2441

## Work Experience

### Data Encoder

- October 01, 2025 - Present (*Permanent*)
- National Irrigation Administration - Lower Agno River Irrigation System

### Secretary B

- February 5, 2025 - September 30, 2025 (*Contract of Service*)
- National Irrigation Administration - Lower Agno River Irrigation System

### Administrative Aide IV

- January 16, 2023 - October 31, 2023 (*Permanent*)
- Department of Education - Rosales National High School

### Records Officer C

- January 1, 2019 - November 30, 2022 (*Casual*)
- National Irrigation Administration - Lower Agno River Irrigation System Improvement Project

### Information Officer C

- July 3, 2017 - December 31, 2018 (*Casual*)
- National Irrigation Administration - Agno River Irrigation System Extension Project

### Statistician B

- January 26, 2016 - June 30, 2017 (*Job Order*)
- National Irrigation Administration - Agno River Irrigation System Extension Project

### Pricing and Underwriting Analyst

- August 24, 2016 to November 24, 2016 (*Contractual*)
- Manulife Insurance Company Philippines

## Training Programs Attended

TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS	INCLUSIVE DATES OF ATTENDANCE		NUMBER OF HOURS	CONDUCTED/ SPONSORED BY
	From	To		
ISO 9001:2015 ORIENTATION FOR NIA PANGASINAN IMO EMPLOYEES	05/08/2025	05/08/2025	8	NATIONAL IRRIGATION ADMINISTRATION - PANGASINAN IRRIGATION MANAGEMENT OFFICE
WORKSHOPS ON FISA ELECTRONIC DATA BANK SYSTEM IN ACCORDANCE TO THE NEW FISA CITIZENS	14/05/2025	16/05/2025	24	NATIONAL IRRIGATION ADMINISTRATION - REGION 1
ORIENTATION AND HANDS-ON TUTORIAL OF REGISTRY SYSTEM FOR BASIC SECTOR IN AGRICULTURAL (RSBSA) APPLICATION REGISTRATION FOR AGRIPUHAN ONBOARDING	27/03/2025	27/03/2025	8	NATIONAL IRRIGATION ADMINISTRATION - PANGASINAN IRRIGATION MANAGEMENT OFFICE
CONTINUING LEARNING ACTIVITIES FOR HUMAN RESOURCE MANAGEMENT PRACTITIONERS (CLASH)	24/02/2022	24/02/2022	8	CSC-RO1
ORIENTATION-SEMINAR ON R.A. 11313 OTHERWISE KNOWN AS SAFE SPACES ACT WITH AN OVERVIEW OF R.A. 9262 (ANTI-VIOLENCE AGAINST WOMEN AND THEIR CHILDREN	17/12/2021	17/12/2021	8	NATIONAL IRRIGATION ADMINISTRATION - LOWER AGNO RIVER IRRIGATION SYSTEM IMPROVEMENT PROJECT
TRAINING ON ETHICS, ACCOUNTABILITY AND DISCIPLINE FOR LARISIP MEN AND WOMEN PERSONNEL	29/10/2021	29/10/2021	8	NATIONAL IRRIGATION ADMINISTRATION - LARISIP
LEAVE ADMINISTRATION COURSE FOR EFFECTIVENESS (LACE)	23/06/2021	24/06/2021	16	CSC-RO1
SEMINAR-WORKSHOP IN TECHNICAL WRITING FOR LARISIP WOMEN AND MEN PERSONNEL	10/06/2021	10/06/2021	8	NATIONAL IRRIGATION ADMINISTRATION - LARISIP
SEMINAR ON R.A. 9710 - MAGNA CARTA OF WOMEN	24/03/2021	24/03/2021	8	NATIONAL IRRIGATION ADMINISTRATION - LARISIP
SEMINAR-WORKSHOP ON ANXIETY, STRESS MANAGEMENT AND COPING WITH DEPRESSION AMIDST COVID-19 SITUATION	30/10/2020	30/10/2020	8	NATIONAL IRRIGATION ADMINISTRATION - LARISIP
GENDER SENSITIVITY TRAINING	25/08/2020	25/08/2020	8	CSC-RO1
2019 YEAR-END ASSESSMENT OF LARISIP's PROGRAMS AND ACT	17/01/2020	17/01/2020	8	NATIONAL IRRIGATION ADMINISTRATION - LARISIP
GENERALLY ACCEPTED RECORDKEEPING PRINCIPLES (GARP): ROAD TO GOVERNANCE	03/12/2019	05/12/2019	24	PHILIPPINE RECORDS MANAGEMENT ASSOCIATION, INC. / NATIONAL COMMITTEE ON ARCHIVES
AGENCY AUTHORIZED OFFICERS (AAOs) AND ELECTRONIC REMITTANCE FILE (ERF) HANDLERS CONSULTATIVE MEETING AND TRAINING/RE-TRAINING WORKSHOP	08/08/2019	08/08/2019	4	GOVERNMENT SERVICE INSURANCE SYSTEM (GSIS)
STRATEGIC PERFORMANCE MANAGEMENT SYSTEM SEMINAR-WORKSHOP	05/09/2019	05/09/2019	8	NATIONAL IRRIGATION ADMINISTRATION - LARISIP
SEMINAR AND OPEN FORUM ON ANTI-VIOLENCE AGAINST WOMEN AND THEIR CHILDREN (VAWC)	07/03/2019	07/03/2019	8	NATIONAL IRRIGATION ADMINISTRATION - LARISIP
AAO TRAINING ON DOWNLOAD/UPLOAD REQUEST VIA WEB-BASE	23/10/2018	23/10/2018	4	GOVERNMENT SERVICE INSURANCE SYSTEM (GSIS)
SEMINAR-WORKSHOP ON GENDER MAINSTREAMING EVALUATION FRAMEWORK (GMEF)	18/04/2018	20/04/2018	24	NATIONAL IRRIGATION ADMINISTRATION - CENTRAL OFFICE
2018 NATIONAL REVIEW AND PLANNING WORKSHOP FOR PUBLIC RELATIONS OFFICERS	29/01/2018	31/01/2018	24	NATIONAL IRRIGATION ADMINISTRATION - CENTRAL OFFICE
YEAR-END REVIEW & PLANNING WORKSHOP ON INSTITUTIONAL DEVELOPMENT PROGRAM FOR CY 2018 & 2017	21/12/2016	22/12/2016	16	NATIONAL IRRIGATION ADMINISTRATION - AGNO RIVER IRRIGATION SYSTEM EXTENSION PROJECT
IRRIGATION MANAGEMENT TRANSFER (IMT) ORIENTATION SEMINAR FOR PERSONNEL OF INSTITUTIONAL DEVELOPMENT SECTION (IDS)	05/12/2016	06/12/2016	16	NATIONAL IRRIGATION ADMINISTRATION - ARISEP
PROJECT REVIEW AND PLANNING WORKSHOP (PRPW) ON THE IMPLEMENTATION OF PROGRAM OF WORK/ACTIVITIES FOR CY-2017 AND CY-2018	17/11/2017	19/11/2017	24	NATIONAL IRRIGATION ADMINISTRATION - ARISEP

## About Me

Date of Birth: **September 26, 1993**

Sex: **Female**

Citizenship: **Filipino**

Civil Status: **Single**

## Expertise

- **Administrative Services**
- **Expert at Microsoft Office (Word, Excel, Powerpoint Presentation, Google Sheet and Publisher) and Statistical Tools**
- **Layouting using Canva and MS Publisher**
- **Proficient Record Keeper**

## Education

### Bachelor of Science in

### Mathematics Major in Statistics

Pangasinan State University

Year Graduated: 2015

### High School

Rosales National High School

Year Graduated: 2010

### Elementary

Rosales South Central School

Year Graduated: 2006

Honors Received: Special Mention

## Civil Service Eligibility

### Career Service Sub-Professional Examination

Rating: 82.13%

## Membership in Association/ Organization

- **Alternate AAO**, Government Service Insurance System
- **Diocesan 2nd Vice-Pres. & Secretary**, Catholic Women's League
- **Secretary**, Parish Finance Council
- **Member**, Ministry of Lectors and Commentators